



Saving to WebDAV (the active directory cloud)

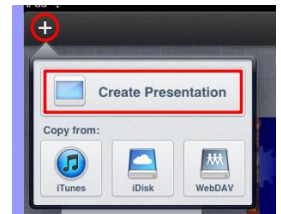
<https://my.sandi.net/webDrive>

WebDAV is a protocol that allows access to files on the District Data Center (the cloud). Active Directory enabled devices, devices that use a login, save files to the cloud. WebDAV is needed to access files on your iPad that are saved in Active Directory or to save files from your iPad to Active Directory for access from another devices. You will need to login with a district ID and Password to WebDAV in order to save and retrieve files to and from your Active Directory account on your iPad.

The iPad includes Office compatible Apps: Pages (Word compatible), Keynote (PowerPoint compatible), & Numbers (Excel compatible).

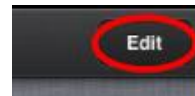
Create and Name your document/presentation/spreadsheet

1. Launch the App (Pages, Keynote, or Numbers)
2. Tap the “+” sign to create a new document, presentation, or spreadsheet.
3. The App automatically saves the document, presentation, or spreadsheet. WebDav allows you to save a backup of the document in case something happens to the file on the iPad.
4. The document, presentation, or spreadsheet is created with a generic name, so you should **rename** it before saving it to WebDAV.
5. To rename the file, tap on the name of the document from the Apps dashboard, presentation, or spreadsheet and a keyboard will appear allowing you to rename it.



Save the file to WebDAV

1. From the Apps dashboard, Tap on “Edit” in the upper right.
2. Tap on the document/presentation/spreadsheet you wish to save to WebDAV. A yellow box will appear around it.
3. Tap on the share icon (rectangle with arrow) in the upper left and then on WebDAV.
4. The WebDAV login box will appear.
5. In the field for “**Server Address**,” type <https://my.sandi.net/webDrive> (the “D” is capitalized).
6. In the “**Username**” and “**Password**” fields, enter your District ID and Password.





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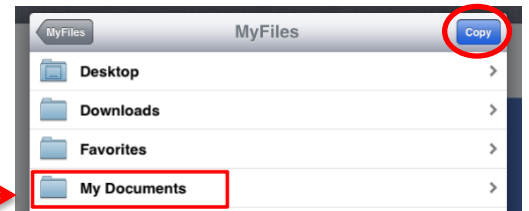
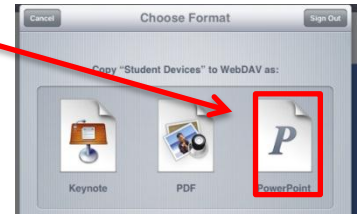
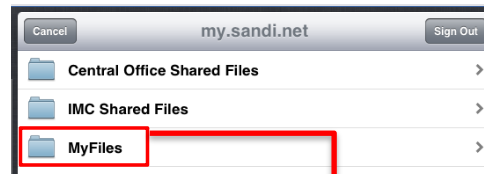
<https://my.sandi.net/webDrive>

7. Choose a format for your file. Selecting the Microsoft Office compatible format is recommended.

8. Tap on “My Files.”

9. Tap on “My Documents.”

10. Tap on “Copy.”

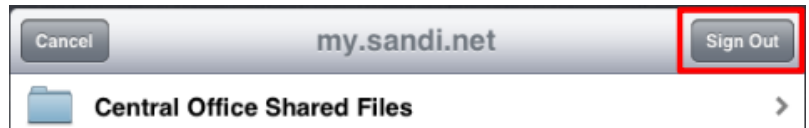


Logout of WebDAV and quit the app

1. Follow steps 1-3 above in order to bring up the Sign Out box.

2. Sign out of WebDAV.

3. **Quit** the App.



- a. Double tap home to display the multi-tasking bar
- b. Press and hold on the App you want to quit until it wiggles and a red circle with a minus sign appears
- c. Tap on the circle to quit the App



ATTENTION: The logout is not complete if the App is not quit.